

THETFORD TOWN COUNCIL

MINUTES OF A VIRTUAL MEETING OF THE PERSONNEL COMMITTEE

HELD ONLINE ON TUESDAY 7th JULY 2020, STARTING AT 2.00 pm.

Present:

Councillors R F W Brame (Chair), M P Brindle, B J Canham,
D M Crawford (V Chair), C Harvey, M Taylor (left shortly after start), J Hollis
Councillor T J Jermy (non-voting)

MINUTES

108/20	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> None.
109/20	<u>APOLOGIES FOR ABSENCE</u> None.
110/20	<u>MINUTES</u> RESOLVED: The minutes of the Committee's meeting held on 2nd June 2020 received by Council on 30th June 2020 be confirmed as a true record and signed/initialed by the Committee Chairmen.
111/20	<u>MONTHLY BUDGET REVIEW</u> The Clerk reported on the following: <ul style="list-style-type: none">• Currently lower utility costs due to facilities being closed.• Currently lower staff costs due to closing of toilets however this will increase now due to re-opening and enhanced cleaning regime.• Rental income has declined due to COVID19 arrears but would expect these to be recovered later.• Increases in Health and Safety, cleaning and welfare costs due to COVID19 situation.• Currently lower admin costs due to changes in working patterns and home working.• Changes in accounting highlighted share management costs• In conclusion it is unlikely that the budget will be exceeded and there may be savings in some areas but too early in the year to confirm this.
112/20	<u>COMMITTEE STRUCTURE</u> The Committee reviewed the report and was content to maintain the status quo, mindful that the committee needs to remain flexible, ready to move with whatever issues occur.
113/20	<u>TRAINING UPDATE</u> The training programme was noted. The Committee discussed more training for meetings and requested that a training meeting be set up to agree and practice the voting system as it was viewed as taking a long time although there was support for all the votes being recorded votes.

	It was also requested to produce a meeting pre-amble for Chairperson to read that explains the meeting process and etiquette.
114/20	<p><u>COVID19 WORKPLACE RISK ASSESSMENT</u></p> <p>The committee discussed and agreed the following points:</p> <ul style="list-style-type: none"> • The importance of temperature testing for people arriving on site, it was confirmed that there is an infra-red thermometer in reception, however extra one is to be purchased for other sites. • Extra sanitation of vehicles if the usual driver is unwell/on leave before another driver uses it. Wipes and hand sanitiser are already in vehicles but the COVID19 aspect needs to be added to the vehicle inspection checklists. • First Aid advice needs to be added, the current first aid kits include PPE as well as a one-way vent for mouth to mouth resuscitation. • Bins needs to be labelled as to type of waste and cleaned after emptying.
115/20	<p><u>COMMITTEE OBJECTIVES</u></p> <p>The committee discussed the objective of exploring new ways of working together to improve project and committee collaboration and agreed to trial the following:</p> <ul style="list-style-type: none"> • Draft agenda available early for committee to view • Papers to go into teams when available to allow comments and ideas to be collated prior to the meeting. • Informal catch up between meetings to allow other councillors not on the committee to get a brief and to put forward suggestions. • It was also suggested that more training aimed at working within teams was arranged for councillors and staff.
116/20	<p><u>EXCLUSION OF THE PRESS AND PUBLIC</u></p> <p>To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.</p>
117/20	<p><u>STAFF UPDATE</u></p> <p>No changes from previous report.</p>

Chairman.